



**STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
REGULATORY BOARDS DIVISION
500 JAMES ROBERTSON PARKWAY
DAVY CROCKETT TOWER
NASHVILLE, TENNESSEE 37243**

Eligibility Verification for Entitlements Act Attestation Instructions

INSTRUCTIONS: If you are a natural person applying for a license, registration, certification or other benefit you must:

1. Attest, under penalty of perjury, to your status as either a United States citizen, a qualified alien as defined in Tennessee's Eligibility Verification for Entitlements Act, or a foreign national not physically present in the United States, by selecting your status in Part A below signing on the line labeled "Applicant's Signature," printing your name on the line labeled "Printed Name" and putting the current date on the line labeled "Date."

AND

Do one (1) of the following:

2. If you are claiming United States citizenship, present one (1) of the forms of identification provided for in Part B below. **If you provided your Social Security Number as part of your application for licensure, registration, certificate or other benefit, no additional documentation is required; however, please be aware that efforts may be made to verify any such number.**
3. If you are claiming qualified alien status, present two (2) forms of documentation of identity and immigration status, as determined by the United States Department of Homeland Security to be acceptable for verification through the SAVE program, as provided in Part C below.
4. If you are claiming qualified alien status but you are unable to present two (2) forms of documentation provided for in Part C of this form, then you shall present at least one (1) such document that shall then be verified through the SAVE program.
or
5. If you are claiming you are foreign national not physically present in the United States, contact the program issuing the license, registration, certification or other benefit for which you are applying to provide such documentation as may be required to verify such status.

Eligibility Verification for Entitlements Act Additional Required Documentation

Part B. If you are claiming United States citizenship, you must present one (1) of the following:

- A valid Tennessee driver license or photo identification license issued by the Department of Safety;
- A valid driver license or photo identification license from another state where the issuance requirements are at least as strict as those in Tennessee, as determined by the Department of Safety;
- An official birth certificate issued by a state, jurisdiction or territory of the United States, including Puerto Rico, United States Virgin Islands, Northern Mariana Islands, American Samoa, Swains Island, or Guam; provided that Puerto Rican birth certificates issued before July 1, 2010, shall **not** be recognized;
- A United States government-issued certified birth certificate;
- A valid, unexpired United States passport;
- A United States certificate of birth abroad (DS-1350 or FS-545);
- A report of birth abroad of a citizen of the United States (FS-240);
- A certificate of citizenship (N560 or N561);
- A certificate of naturalization (N550, N570 or N578);
- A United States citizen identification card (I-197, I-179);
- Any successor document of those listed at Tenn. Code Ann. §§ 4-58-103(c)(4)-(9); or
- **A social security number that may be verified with the Social Security Administration in accordance with federal law (if you provided your social security number as part of your application for licensure, no additional documentation is required; however, please be aware that efforts may be made to verify any such number).**

Part C. If you are claiming qualified alien status, you must present two (2) forms of documentation of identity and immigration status, as determined by the United States Department of Homeland Security to be acceptable for verification through the SAVE program. Such forms of identification may include:

- I-327 (Reentry Permit);
- I-551 (Permanent Resident Card);
- I-571 (Refugee Travel Document);
- I-766 (Employment Authorization Card);
- Certificate of Citizenship;
- Naturalization Certificate;
- Machine Readable Immigrant Visa (with Temporary I-551 Language);
- Temporary I-551 Stamp (on passport or I-94);
- Unexpired Foreign Passport;
- WT/WB Admission Stamp in Unexpired Foreign Passport
- I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status);
- DS-2019 (Certificate of Eligibility for Exchange Visitor (J-1) Status);
- Any other document determined by the U.S. Department of Homeland Security to be acceptable through the Systematic Alien Verification for Entitlements (SAVE) program created pursuant to the federal Immigration Reform and Control Act of 1986.

Part D. If you are claiming qualified alien status, but you are unable to present two (2) forms of documentation as described in Part C, then you shall present at least one (1) such document as described in Part C, which shall then be verified through the SAVE program.

Part E. If you are claiming that you are a foreign national not physically present in the United States, please contact the program issuing the license, registration, certification or other benefit for which you are applying to provide such documentation as may be required to verify such status.

INSTRUCTIONS

1. **COMPLETE THE TWO (2) PAGES OF THE "RECIPROCITY APPLICATION"**. Include your Social Security Number.
2. Take form to a **NOTARY PUBLIC** and have your signature Notarized.
3. Attach a copy of your Cosmetology School record or diploma, if available.
4. Contact your state board and request that they send us your **current CERTIFICATION OF LICENSE**.
****PLEASE NOTE**** If you have been licensed in **more than one state** – please contact each state board that you are/were licensed in and have them send certification. Only one license needs to be current.
5. **DO NOT SEND THE LICENSE FEE FOR RECIPROCITY WITH THIS APPLICATION!**
 You will be contacted for the required fee once your application has been received and approved. Receipt of certifications from other States vary in time so please allow three to four weeks' for processing once you have submitted everything needed per these instructions.

Once approved for licensure in Tennessee, a permanent file number will be issued, and you will be **MAILED** an **APPROVAL LETTER** along with a request for remittance of the required fifty dollar (\$50.00) application fee.

Upon receipt of your **APPROVAL LETTER** you may begin working by:

1. Posting your **APPROVAL LETTER**
2. Posting a money order receipt or copy of a personal or cashier's check made out of the Tennessee State Board of Cosmetology for the amount of fifty dollars (\$50.00). You will be permitted to work on your approval letter for a period not to exceed one (1) month.

NOTE: You will be required to produce proof of identification at all times.

6. **If you do not meet Tennessee's hourly requirement**, you may submit **proof of 5 years work experience** in the form of notarized statements. Statements must show proof of continuous and lawful employment in the cosmetology field for at least five years **immediately prior to the filing of the application**. Exact dates of employment are required as well as the owner/manager's signature.
If you do not meet the minimum hourly requirement and cannot provide affidavits of 5 years work experience immediately prior to your application date, you will be required to take and pass the Tennessee examination and possibly take additional hours in order to substantially meet licensure requirements. If the State you were licensed in did not require a State Practical exam, you will be required to take one.

PROOF OF WORK EXPERIENCE

If your hours of school training were less than 1500 hours for cosmetologist, 750 for aesthetician, or 300 for shampoo tech, natural hair stylist or instructor, follow the instructions below. (You MAY still qualify for reciprocity) Submit any of the documents listed below:

1. NOTARIZED affidavits.
2. Statements from employers on original letterhead documenting five (5) years of licensed work experience immediately prior (ending within the year before application) to application.
3. If you were self-employed (owned your own shop) work experience affidavits/statements may be approved if you can provide any of the following documents.
4. Tax preparer, or accountant tax records.
5. Copies of IRS form 1040, w-2 or 1099 forms.
6. Shop licenses dating back five (5) years.

If you do not meet minimum requirement for reciprocal licensure, your application may be deemed necessary to be presented to the Board at the next meeting, visit: <http://www.tn.gov/regboards/cosmo/index.shtml>

TENNESSEE RECIPROCITY REQUIREMENTS

Cosmetologist	1500 hours (school)
Manicurist	600 hours (school)
Aesthetician	750 hours (school)
Shampoo Tech	300 hours (school)
Natural Hair Stylist	300 hours (school)
Instructor	1500 cosmetologist hours plus (must teach the discipline you are licensed in) 300 hours licensed instructor training

NOTE: Applicants applying for instructor reciprocity must attach proof of at least a 12th grade education or equivalent and proof the applicant has completed and passed a board approved course of instruction of at least 300 hours for instructors.

**YOU MAY NOT WORK UNTIL YOU RECEIVE YOUR APPROVAL LETTER
AND CAN SHOW PROOF OF PAYMENT OF APPLICATION FEE.**

It is our intent and desire to make all reciprocal license transactions as quick and convenient as possible; however, state laws, board rules and office policies must be observed – these requirements may not be waived and exceptions are not considered. DO NOT ASK THE OFFICE STAFF FOR “SPECIAL HANDLING” AS ALL APPLICATIONS MUST BE PROCESSED IN THE SAME MANNER AND OUR COMPUTER SYSTEM WILL NOT PROCESS INCOMPLETE APPLICATIONS.

**THE PRACTICE OF COSMETOLOGY IS PROHIBITED IN THIS STATE UNTIL A PROPER TENNESSEE
LICENSED IS SECURED**